

CIRCULATING PACKET RULES:

1. The Packet Secretary is responsible to the Committee for the operation of the Packet.
2. In addition to the material for sale, the Packet will contain a list, giving the names and addresses of members authorised to receive the Packet and details of the contents of the Packet.
3. The list has been devised so that there is a minimum of inconvenience in passing the Packet on to the next person on the list. **A MEMBER SHOULD NOT RETAIN THE PACKET FOR MORE THAN THREE DAYS AND MUST PASS IT ON BY THE FOURTH DAY.** If you know you are unable to comply with this rule you should not accept the Packet.
4. Having accepted the Packet the contents should be examined, and if an unsigned space is found the member who handed over the Packet should be contacted and if that member has no knowledge of the missing stamp, the space should be marked "NO STAMP HERE" and the member's name added. Should the value of the stamp be significant, the Packet Secretary should be informed immediately.
5. If unforeseen circumstances prevent you from passing on the Packet, as described in note 3, please inform the Packet Secretary without delay.
6. In respect of all stamps retained, members must sign their full name in ink in the space, or use a rubber stamp. (NB Initials are not always easy to identify and can make it difficult for the Packet Secretary). A record of purchase must be made on the front cover of each book.
7. Payment slips are enclosed in the Packet. They are self-explanatory but care must be taken to check and recheck your addition. (It is very easy to make a mistake).
8. Please ensure that the member to whom you hand the Packet signs and dates the reverse of the payment slip. This should be sent to the Packet Secretary as soon as possible. Please do not hold on to the slip.
9. The Packet Secretary is able to monitor the progress of the Packet by recording the details of the slips received from members. In the event of a NIL return, in order to save postage, you may email the Packet Secretary on graham_harker@hotmail.com giving the following details – Packet number, date passed on and to whom handed.

PLEASE NOTE: The Society has an obligation to take due care of the material sent in by the vendors and to ensure that their property, plus payment for the stamps purchased, is sent back to them within a reasonable time period. It is therefore important, for the good name of the Society, that the above rules are observed by members.